



# Joining the Virtual Meeting Microsoft Teams

Microsoft Teams Tutorial - <https://www.youtube.com/watch?v=BH6bSlwR0-4>

Use the web site noted above. Type this into your browser and hit the enter button.

## STEP 1: MEETING INVITE

- Watch for an invite to the Microsoft Teams meeting to arrive in your email inbox. Please communicate any conflicts to the nurse as soon as possible to allow for rescheduling.

## STEP 2: ENTER THE MEETING

- When it is about 5 minutes before the meeting time, locate the meeting invite and identify the Teams hyperlink titled, "Join Microsoft Teams Meeting."

[Join Microsoft Teams Meeting](#)

+1 443-961-1483 United States, Baltimore (Toll)

Conference ID: 331 434 396#

[Local numbers](#) | [Reset PIN](#) | [Learn more about Teams](#) | [Meeting options](#)

- If you do not have Teams already, click the Get Teams link and download from the app store. Close out the app store and return to the email. Click the Join Link. Click Join as a guest.

- Click OK to access the microphone. Type your first and last name. Join the meeting.

- When the nurse enters the room.

## STEP 3: COMPLETE THE VISIT AND END THE CALL

- Your clinician will communicate with you when your visit is done.

- To hang up you click the red phone and you will be disconnected.

## \*\*\* QUICK TIPS TO CONSIDER \*\*\*

- Make sure your phone or laptop are fully charged prior to the visit time.

- Having an extra set of hands to hold the phone or adjust the angle is helpful.

- Watch the Microsoft how to video available at this link - <https://www.youtube.com/watch?v=BH6bSlwR0-4>

- If you are timed out, click the Rejoin button.

- The speaker button will put your meeting on speaker phone.

- Call 410-288-8109, hit option number 1 for assistance if you need assistance prior to your virtual visit.